

Uniform Crime Reporting Quality Assurance Review

Review Objective(s)/Scope

The Uniform Crime Reporting (UCR) Quality Assurance Review (QAR) is an assessment of a state/federal UCR program and its compliance to the Federal Bureau of Investigation's (FBI's) UCR Program standards and guidelines. QARs are administered by the FBI's Criminal Justice Information Services (CJIS) Division, CJIS Audit Unit (CAU) on a triennial cycle to state/federal UCR programs with LEAs reporting data according to the National Incident-Based Reporting System specifications. The objective of the QAR is to assess the validity of reported crime data as specified by the FBI's UCR Program standards.

Overview of the Process

Pre-review

Prior to performing the QAR, the CAU will establish liaison between the FBI and the state/federal UCR program. Also, the CAU will gather information relevant to the QAR from the FBI's Crime Statistics Management Unit. The CAU responds to questions concerning the review process and requests the following during the pre-review:

- Completion of an administrative interview questionnaire, which requires the state/federal UCR program or local LEA to respond to their entity's compliance to the FBI's UCR Program standards and guidelines.
- Specific documentation, such as state statutes that relate to data collection, information/newsletters disseminated to local LEAs, and training manuals. This information is examined by the CAU.

Information gathered from the administrative interview questionnaire may be used to formulate additional questions to be answered during the QAR and to assist in determining policy compliance.

Agency/Record Selection

Discussions between the state/federal UCR program manager and the CAU determines what LEAs will participate in a QAR. The count of records and specific incidents to be reviewed during the QAR is determined by the CAU.

The state/federal UCR program or local LEA QAR consists of three phases:

- Administrative Interview
- Data Quality Review
- Exit Briefing

During the administrative interview, the CAU learns how the state/federal UCR program or local LEA manages incidents and whether the data submitted to the FBI's UCR Program comply with the national standards and guidelines.

During the data quality review, case file documentation, including the officer's narrative and information deemed supplemental, are reviewed to determine if national standards and guidelines were appropriately applied. Discrepancies are documented.

The CAU provides an exit briefing to the state/federal UCR program manager or local LEA point of contact, which summarizes the findings from the administrative interview and the data quality review. During the actual exit briefing, the QAR findings are presented, which includes the review/discussion of each data discrepancy.

Post-review

At the conclusion of the QAR, the CAU provides a Review Findings letter, the *QAR Standard Reference Guide*, and QAR Supplemental Charts to the state/federal UCR program manager and the CJIS Systems Officer. The state/federal UCR program manager is requested to respond to findings, if any, by indicating corrective actions to be taken. Upon receipt of that response, the CAU finalizes the Review. Results from finalized QARs are presented to the CJIS Advisory Policy Board UCR Subcommittee during semiannual meetings.